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**From:** Gagnon, Kenneth (POL)  
**Sent:** Monday, July 09, 2012 9:25 AM  
**To:** Corbett, Kate (DPH); Frasca, Daniela (DPH); Glazer, Lisa (DPH); Lawler, Michael (DPH); Lleshi, Hevis (DPH); Medina, Nicole (DPH); Piro, Peter (DPH); Renczkowski, Daniel (DPH); Salemi, Charles (DPH); Saunders, Della (DPH); Tran, Mai (DPH)  
**Cc:** O'Brien, Elisabeth (DPH); Vallaro, Guy (POL)  
**Subject:** Weekly report  
**Attachments:** weekly report.xls

Hello,

Attached is a blank copy of a Weekly Summary Report.

It includes a summary of samples assigned, completed and in your backlog. Additionally it includes a summary of time out of the lab and overtime worked and a place for your name.

Please fill this out each week and email a copy to Chuck and me at the end of each week going forward.

Any questions please let me know.

Thanks

Ken